DOCUMENT RESUME

ED 208 887 IR 009 801

AUTHOR Michael, Douglas O.
TITLE Disaster Preparedness Manual.
INSTITUTION Cayuga County Community Coll., Auburn, N.Y. Bourke Memorial Library.
PUB DATE Apr 81
NOTE 30p.: Photographs may not reproduce.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *College Libraries; *Emergency Programs; Guidelines; Insurance; Learning Resources Centers; *Library Facilities; Library Materials; *Prevention; Two Year Colleges
IDENTIFIERS Cayuga County Community College NY; *Hazards; Library Procedures; *Natural Disasters

ABSTRACT

Prepared for use by the staff of a community college library, this manual describes the natural, building, and human hazards which can result in disaster in a library and outlines a set of disaster prevention measures and salvage procedures. A list of salvage priorities, floor plans for all three levels of Bourke Memorial Library, and staff duties in case of disaster are given. The library's insurance coverage is described, and protocols for the salvage process are enumerated in detail. The procedure for elevator evacuation is also presented. The three appendices to the manual list sources of assistance, the names of local individuals who can help in the event of a disaster, and suppliers of materials necessary for a disaster clean-up operation. A 37-item bibliography of materials on libraries and disasters is also provided. (JL)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED208887

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

IR

BOURKE
MEMORIAL
LIBRARY

CAYUGA COUNTY COMMUNITY COLLEGE
AUBURN, NEW YORK

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Douglas O. Michael

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IR009801

DISASTER PREPAREDNESS MANUAL

PREFACE

The potential for disaster in the world's libraries is perhaps greater today than ever before. The sheer size and magnitude of the collections and the variety and complexity of the product places every information professional in a situation where disaster could strike at any moment. Today's librarians and information professionals can no longer pretend "it will never happen to me" for it is happening. One need only to look at the Florences, the Cornings, the Stanfords, the Jewish Theological Seminaries, and the Temples to see that disaster is lurking in the stacks of the world's libraries.

"What do we do?" "Where do we start?" are questions that all too often are asked following a disaster when in practical terms, they should be asked before a disaster strikes. Disaster planning should be as much a part of a library's routine as acquisitions and circulation. Preservationists agree that time is of the essence following a disaster if materials are to be salvaged and although most shy away from making specific predictions, the concensus is that the first 24 hours following a fire or flood are critical. If today's information professionals are to use that important 24 hour period wisely, careful planning must be undertaken immediately. Francis L. Brannigan placed the problem in perspective in his book, Building Construction for the Fire Service. "There is nothing the intellect resists more than a new idea. Step by step the logic leads us to the only practical solution; prepare for the fire before it happens."

This manual is designed to be a working document for the staff of the Norman F. Bourke Memorial Library/Learning Resources Center at Cayuga County Community College. It is a comprehensive list of ideas and options derived from a thorough search of the literature of library disaster planning. Although all of the information presented here is authoritative and has been tested in actual disaster situations, it is important to realize that a great deal of disaster planning is subjective in nature. It is important that this manual be kept up-to-date and that it reflect changes in library operations, as well as the changing scene of disaster planning. Hopefully, it is the one book in the Library that will never need to be used.

Douglas O. Michael
April 1981

TABLE OF CONTENTS

Preface	ii
Table of Contents	iii
Old Rabbinic dictum	iv
Basic Ingredients of a Disaster Plan	v
A Disaster?	1
Potential Sources of Disaster	
Natural Hazards	1
Building Hazards	2-3
Human Hazards	4
Preventive Measures	5
Priorities for Salvage	6
Floor Plan	
Upper Level	7
Lower Level	8
Middle Level	9
Manpower Assignments	10
Insurance	11
The Salvage Process	12-15
The Salvage Process for Special Materials	16
Evacuation of Elevator	17-18
Appendix I	
Sources of Assistance	19
Appendix II	
List of Local People Who Can Help	20
Appendix III	
List of Supplies and Materials	21
A Selected Bibliography	22-24

The day is short,

the task is great,

it is not our duty to complete it,

but we are not free to evade it.

Old Rabbinic dictum

BASIC INGREDIENTS OF A DISASTER PLAN

1. An allocation of manpower, with a designated chain of command.

2. A listing of persons, and their telephone numbers, who can be counted upon to help in an emergency.

3. An identification of priority items to be saved and a chart of their locations.

4. A listing of needed supplies, materials, and tools, and their locations.

5. Information on the procurement of vehicles.

6. A listing of electrical switches.

7. A designated place for relocation of collections, if needed.

8. A set of procedures to be followed in securing the collections or moving them to safety.

9. Cameras and film to record damage.

John H. Martin
Administrative Officer
Corning Museum of Glass
Corning, New York

Martin, John H., ed., The Corning Flood: Museum Under Water. (Corning, N.Y.: The Corning Museum of Glass, 1977), p. 55.

A DISASTER ?

Disaster (diz-'as-ter). 1. A sudden calamitous event bringing great change, loss, or destruction. 2. A sudden or great misfortune.

The enemies of libraries and in particular, books, are many and varied. Disaster is but one. Some of these enemies are within man's ability to control while others are not. While librarians and preservationists with the help of science and technology have made great strides in preventing and controlling many enemies of their collections, disasters continue to cause widespread destruction. Disasters are commonly referred to as acts of God. They strike with a vengeance and without much warning. Man is virtually helpless in preventing a disaster, however, he can profit from the experiences of those who have survived them. A librarian's best hope is to develop plans for the salvage and restoration of library collections and hope that they will not be necessary.

POTENTIAL SOURCES OF DISASTER

I. Natural hazards (Acts of God)

A. Flood

- The location of the campus on a hill away from major waterways makes major flooding unlikely.

B. Fire

C. Wind

- The location of the campus on a hill has resulted in damages from wind on several occasions.

D. Earthquake

- Although not located in an earthquake zone, the possibility of earthquake does exist.

E. Snow

- Central New York winters produce heavy snows. Damage can result from the weight of the snow and from the freeze/thaw process.

F. Lightning

II. Building hazards

A. Water Pipes and Plumbing

- Water pipes are located in the ceiling area of the AV Center. A leak could involve the AV Center and the Periodicals area of the Library.
- There are no pipes in stack areas, reading rooms, the Gallery, Learning Skills Center, Law Room, Local History Room, and office areas.
- The restroom near the Library Processing Room could result in problems in that area should a leak occur.
- Storm and/or sanitary sewer backup could cause problems in the AV Center and the Periodicals area of the Library.

B. Roof Drainage and Roof Leaks

- The flat, built-up design of the roof presents no specific drainage problems.
- The flashing that covers the edges of the roof has blown loose on occasion and allowed water to collect behind and under it. During periods of heavy wind and rain, the ceiling areas near all exterior walls should be checked for leaks.
- The present roof is 16 years old and will begin to develop an occasional leak. To date only one leak has been detected.
- The attic areas of the building should be checked periodically since they are not used on a regular basis.

C. Basement Drainage

- The drain near the security door near the Juvenile Collection has been inadequate on occasion causing the carpeting inside the door to become wet. During periods of heavy rain, this drain (just outside the door) should be checked.
- The rear wall of the building in the Periodicals area is completely below grade. Some minor seepage has been noticed along that wall.
- The studio area of the AV Center has a drain but no indication of anything going into it.
- The elevator pit filled with water during construction but measures were taken to insure that no problems would develop in the future. The worst that could happen would be that the pit would fill with water. The electricity should be shut off to the elevator in the event water enters the pit. The switch is in the control room behind the elevator.

D. Electrical System

- There are three major electrical switch boxes that control electricity in the Library/Learning Resources Center.
  1. In the Library Circulation area behind the bulletin board to the right of the copier.
  2. In the hallway just outside the AV Center.
  3. In the hallway just outside Dr. Richards's office.
- The elevator electrical system is self contained and located in the control room behind the elevator.
- The building is modern with an abundance of electrical outlets but caution must be observed so as to not overload any circuits.
- The use of extension cords in minimal.
- The use of electrical equipment is considerable and care must be taken to properly install and ground all equipment.

E. Mechanical Rooms

- There are three Mechanical Rooms in the Library Building:
  1. The Main Boiler Room on the lower level near the AV Center.
  2. The Air Conditioner Air Handling Unit in the attic area near the Local History Room.
  3. The Heating System Air Handling Unit in the attic area near the Library Processing Room.
- The Main Boiler Room is located under the Library's Circulation area and the Library Processing Room. An explosion could result in serious damage in these two areas. The boiler is equipped with modern safety controls thereby reducing the likelihood of an explosion.
- Any explosion or leaking of the boiler would threaten the AV Center and the Periodicals area of the Library with flooding.
- The two air handling units pose no particular problems. There is no water or liquid associated with the operation of either unit. To date the most serious problem has been a burning V-Belt on the unit's motor. There is no danger of fire as a result of a burning V-Belt as the unit shuts off once the belt breaks. The smell of burning rubber is the best indicator of problems in this area.

F. Elevator and Chair Lift

- A leak in the hydraulic elevator would simply drain into the pit causing no problems. In the event the elevator was in use at the time the leak occurred, the cart would simply lower itself gradually to the first floor.
- The Chair Lift in the front lobby can be controlled manually should a problem develop.

III. Human hazards

A. Accidents

B. Vandalism

- Vandalism is on the increase in the nation's libraries and cannot be overlooked as a serious threat. From the starting of fires to the flooding of restrooms, vandals are at work in many libraries.
- Vandalism of books and periodicals, although serious, does not bear the serious consequences of fires and flooding.

PREVENTIVE MEASURES

Although man cannot prevent a disaster, there are certain actions that can be taken to minimize the impact and destruction of a disaster. The following list is comprehensive but not exhaustive:

I. Flood Prevention

- A. Inspect all plumbing in critical areas for signs of corrosion and/or leakage on an annual basis.
- B. Note and report any slow running drains.
- C. Clean all storm sewer drain plates in the spring and fall.
- D. Note and report any discoloration of ceiling tiles. (This is usually the first sign of a leak)
- E. Check all non-public areas for signs of leaks on an annual basis and after any major storm.

II. Fire Prevention

- A. No Smoking observed in all areas of the Library/Learning Resources Center except in designated areas.
- B. Empty trash baskets daily.
- C. Identify all fire exits clearly.
- D. Hold periodic fire drills.
- E. Maintain fire extinguishers in all areas where the chance of fire is most likely and have them inspected every six months.
- F. Inspect all fire alarms annually.
- G. Service all electrical motors annually.
- H. Observe common sense when plugging electrical units into receptacles. Do not overload circuits.
- I. Provide for adequate cleanup when using glues or combustible materials.
- J. Disconnect electrical units that are not in use.
- K. Provide adequate security to guard against vandals especially during hours when the building is closed.

III. Vandalism Prevention

- A. Provide adequate security at all times.
- B. Prosecute anyone caught in an act of vandalism to the fullest extent of the law.

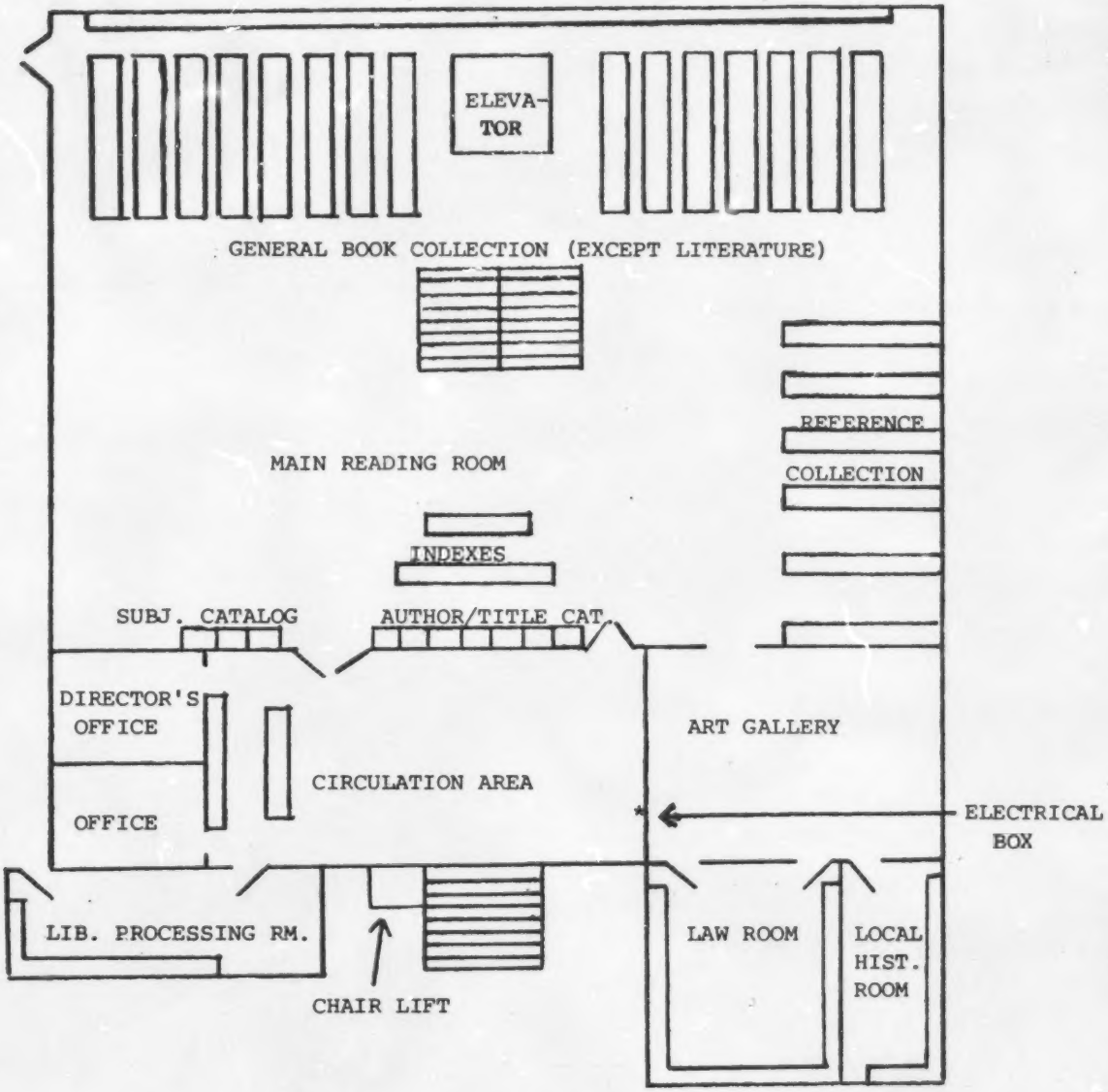
PRIORITIES FOR SALVAGE

	Item	Location
1.	Card Catalog	Library Reading Room
2.	Shelf List Catalog	Library Processing Room
3.	Local History Collection (Materials in the locked glass cases tend to be the most valuable)	Local History Room
4.	College Archives Collection	Local History Room
5.	Earl Conrad Collection	Local History Room
6.	Photograph Archives Collection	AV Center Studio
7.	Administrative Files	Director's Office
8.	Financial Files	Library Processing Room
9.	Circulation Files and Records	Circulation Desk
10.	Student Tests and Test Score Files	Learning Skills Center
11.	Computer Assisted Instruction Modules	Learning Skills Center
12.	Cameras	AV Center Studio
13.	Original Art Works	Hanging Around Library Reading Room.
14.	Gallery Exhibit (Priority would depend on current exhibit)	Gallery
15.	Atlases of Cayuga County (2)	Atlas Stand in Library Reading Room.
16.	Other items as deemed irreplaceable	

NOTE: The costs of salvage and restoration of materials must be weighed against the cost and availability of replacement. At the Community College level, most library materials are not irreplaceable.

FLOOR PLAN

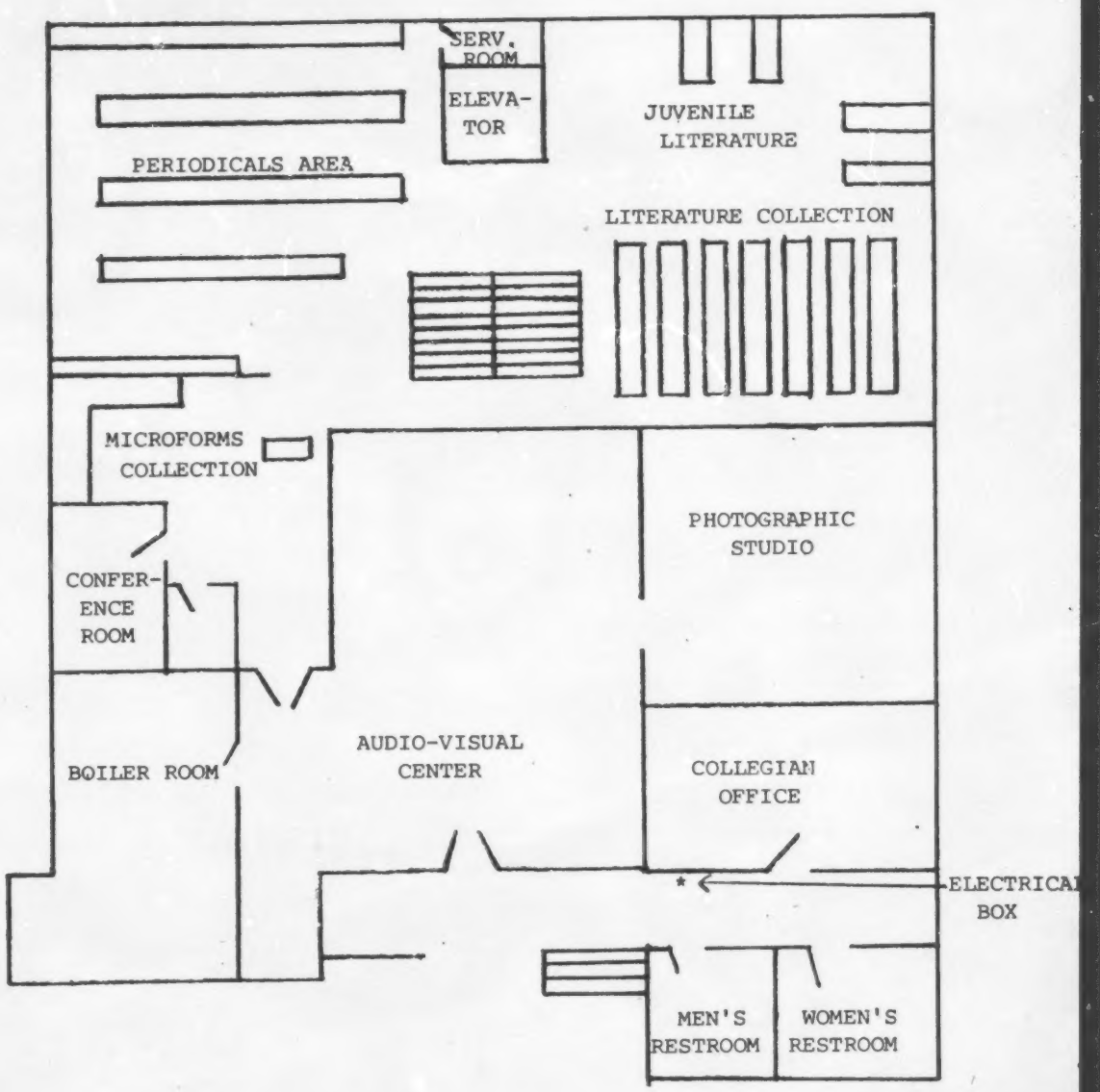
UPPER LEVEL



N

FLOOR PLAN

LOWER LEVEL



FLOOR PLAN

MIDDLE LEVEL

MANPOWER ASSIGNMENTS

In the case of a disaster striking the Library/Learning Resources Center, the following manpower assignments will be in effect:

Disaster Assistance Team

Douglas O. Michael, Chairperson
David Martin, Assistant Chairperson
Elizabeth Kress
Kathleen Long
Thomas Casella
James Vivenzio

Specific Staff Responsibilities

Douglas O. Michael
- Coordinates disaster effort.

Elizabeth Kress
- Evacuates lower level of the Library.
- Checks elevator.
- Oversees card catalog removal, if necessary.

Kathleen Long
- Evacuates upper level of the Library.
- Oversees local history collection removal, if necessary.

Kathy McCullough
- Oversees shelf list catalog removal, if necessary.
- Oversees administrative files removal, if necessary.

Martha Lollis
- Coordinates disaster effort during evening and weekend hours.

Ann Padula
- Assists in general disaster effort.

James Vivenzio
- Disconnects electrical system, if necessary.
- Removes audio-visual equipment, if necessary.

Thomas Casella
- Oversees photograph archives collection removal, if necessary.
- Checks lower level restroom area.

Eileen Stapleton
- Evacuates AV Center.
- Oversees administrative files removal, if necessary.

David Martin
- Assists in the overall coordination of the disaster effort.
- Oversees the removal of materials from the Learning Skills Center.

Shirley Kunkel
- Evacuates Learning Skills Center.
- Assists in the removal of materials from the Learning Skills Center.

INSURANCE

The collections and facilities of the Library/Learning Resources Center are covered under the College's insurance plan. The plan is reviewed annually and major changes are incorporated as the College sees fit. Presently the insurance plan in effect would cover any disaster that might occur with the exception of those brought about by poor maintenance or negligence on the part of the College. Information regarding the College's insurance program is available from the following College employees:

William Kudla, Business Manager and Treasurer
255-1743 Ext. 204

Thomas Nagle, Assistant Business Manager
255-1743 Ext. 200

THE SALVAGE PROCESS

Following a disaster, whether large or small, an assessment of the damage must be made. As soon as a qualified electrician or similar professional has determined that it is safe to enter the building, the salvage process begins. One of the first orders of business is to have the damage documented through photographs and by the College's insurance carrier. Important questions to be answered at this time are:

1. How many books (materials) are affected?

2. What types of books (materials) are affected?

3. If water damage has occurred, what is the source of the water and are contaminants present? (i.e. Mud, Oil, Chemicals, Sewerage, Fire Residue, etc.)

4. Does a disaster preparedness plan exist and is the staff familiar with it?

5. What is the extent of the insurance coverage, if any?

Once the answers to these questions have been determined, the scope of the salvage effort is known. If the damage is extensive and the staff inexperienced, a professional preservationist should be consulted. (See Appendix I)

Before beginning the actual cleanup process, the staff and any other people to be involved in the salvage effort should be briefed on the procedures to be used. Steps outlined in the Disaster Preparedness Manual should be reviewed and a chain of command within the team established. Specific responsibilities, if any, should be assigned at this time.

Upon entering the building, the following steps should be taken:

1. Stabilize the environment to inhibit mold growth.

   - Turn off all heat and create free circulation of air.
   - Turn on fans and air-conditioning and leave them running around the clock.
   - Do not separate books until ready to treat. (Mold starts on the covers and moves inward. If books are tightly shelved, mold will form only on the outer edges.)
   - Damp books are more susceptible to mold than wet ones. Handle damp books first.
   - Keep temperatures as low as possible as mold grows more slowly at lower temperatures. Mold is dormant at 32°F.
   - If mold begins to form, isolate those materials immediately. Treat mold growth with thymol by interleaving pages with thymol impregnated blotting paper. (Saturate sheets of blotting paper with 10% thymol in alcohol.)

- If mold begins to affect a large segment of the collection, a professional fumigator should be consulted.

2. Remove damaged materials from the building.

- General rules
  - Do not attempt any restoration at the site of the disaster.
  - Do not attempt to open a wet book. Wet paper will tear easily.
  - Do not attempt to separate single-sheet materials.
  - Do not attempt to remove mud while the book is wet. Dry mud removes more easily.
  - Do not remove book covers as they support the book during the drying process.
  - Do not attempt to press or wring the water from a wet book.
- Inventory materials as they are removed
  - Use soft pencil to indicate on slips of paper the identity and condition of each damaged volume. Do not write on wet paper.
  - List the identity of each volume on a separate sheet of paper. This list will be helpful in keeping track of all damaged volumes.
- Pack materials in milk crates or other water resistant containers.
  - If materials are to be frozen, wrap each item in freezer paper.
  - Separate layers of materials within each crate by using additional freezer paper.
  - Label each crate with contents and destination.
  - Charred or fire damaged materials should be carefully wrapped with freezer paper using additional cardboard to support seriously damaged items.

3. Freeze damaged materials if they cannot be dried right away.

- Freezing prevents mold growth and water stains.
- Freezing provides additional time for the staff to decide on the best method of salvage.
- Pack materials in much the same manner as above allowing for adequate circulation of air.
- Do not fill cartons too full.
- Employ a rapid freezing process as this method produces smaller ice crystals.
- Freezing temperature should be at least -20°F.
- Materials that are mud covered should have the worst of the mud washed away before freezing. This process should not become so involved as to prolong the freezing effort.
- Dry ice can be used as a temporary freezing agent if the materials have to be transported a distance for freezing.

4. Wash damaged materials. Be careful that no items with water-soluble properties are immersed in water.

- Washing damaged materials is the first step of the restoration process.
- Several methods of washing materials have been widely tested.
  - The Peter Waters method.
    - Install hoses to the bottom of 6-8 plastic garbage cans.
    - Keep water running so that dirt will overflow.
    - Keep books tightly closed and gently sponge under water.
    - Go from can to can until the book is mostly clean.
    - Spray with a fine stream of water at the end.
    - Gently press excess water from the book with your hands. Do not use force.
  - The Willman Spawn method.
    - Using one large tub of clean running water, dip materials and gently sponge under water.
  - The British Museum method.
    - Do not submerge materials.
    - Dab materials with a damp, clean cloth.
  - The George Cunha method.
    - Do not submerge materials.
    - Dab materials with a damp cotton cloth.

5. Dry damaged materials.

- Materials are dried immediately following a disaster or as they are removed from the freezer.
- Establish a drying area.
  - The area should be large enough to allow for adequate work space.
  - Fans should be used to keep air circulating.
  - Dehumidifiers should be used to keep humidity down. (35-45% relative humidity)
  - Wet materials not involved in the drying process should be removed from the area.
  - The maximum temperature for the drying area should be 70°F.
- Dry small numbers of materials in the following manner:
  a. Stand books on end and fan pages.
  b. Interleave with blotting paper or clean newsprint to absorb moisture. Thymol impregnated paper should be used toward the end of the process.
  c. Disbind books, separate into signatures, and hang on stainless steel wire or nylon cord. If hanging will damage the signatures, lay them on rustproof wire or nylon screens.
  d. Apply heat using infra-red bulbs or heaters. Ovens, kilns, microwave ovens, and/or print dryers may also be used but with considerable caution.

- Dry large numbers of materials by using one of the following standard methods: (Note: These methods require special equipment and professional expertise.)
  - Freeze Drying method.
    - Freeze materials at a very low temperature in a vacuum chamber. Temperature must be at least -20°F.
    - The moisture in the materials becomes volatile and mixes with the air.
    - Circulate air in order to remove water through the evaporation process.
    - The freeze drying method is particularly useful in preventing mold deterioration of damaged materials.
  - Vacuum Drying method.
    - Vacuum drying uses extreme pressure but not extremely cold temperatures.
    - Place materials in a vacuum chamber and lower temperatures to approximately 32°F.
    - As moisture becomes volatile and mixes with the air, gradually raise the pressure and circulate air in order to remove water.
    - Repeat the process until materials are dry.
    - The vacuum drying process is much faster and more efficient that the freeze drying process.

6. Sterilize damaged materials.

   - Materials that have been infested by mold prior to the drying process should be sterilized before rebinding or reshelving.
   - Sterilization is most easily accomplished by fogging the drying chamber with a solution of 12% ethylene oxide and 88% freon or CO_2.
   - If sterilization is not possible, all dried volumes should be carefully inspected before being returned to the shelves.

7. Rehabilitate bindings.

   - Once damaged materials have been successfully dried and sterilized, a determination must be made as to the treatment of the bindings. This decision is a subjective one and the alternatives are usually limited to repair or rebind.
   - A certified binder should be consulted as to the proper treatment of specialized bindings.

8. Rehabilitate building.

   - Clean and sterilize floors, walls, shelves, etc. before returning materials.
   - If the building isn't clean and the environment stable, the likelihood of mold growth is considerable.

9. Return materials to shelves.

THE SALVAGE PROCESS FOR SPECIAL MATERIALS

The salvage process for special materials is much the same as for books and other paper based materials; however, the unique characteristics of these materials does warrant some special handling.

Films (Microfilm, 16mm Motion Pictures, 8mm Films and Loops, etc.)

- Keep films wet until you are ready to treat them. Mold will form on film as it does on books.
- Remove films from containers making sure to identify each.
- Send all damaged films to a restoration lab for treatment.

Slides

- Handle in the same manner as films except that a restoration lab is usually not necessary.
- Carefully remove slide from mount and allow to dry. Remount in new slide mount.

Photographs

- Carefully remove photographs from frames.
- Allow to dry and then press out flat.

Magnetic Tapes (Audio)

- Keep wet until ready to treat.
- Remove tapes from containers and allow to air dry.
- If mold develops, send all damaged tapes to a restoration lab for treatment.

Phonograph Records

- Remove the record from the slip case and allow to dry.

Computer Software

- Handle in the same manner as magnetic tapes.
- Consult computer manufacturer before running software.

EVACUATION OF ELEVATOR

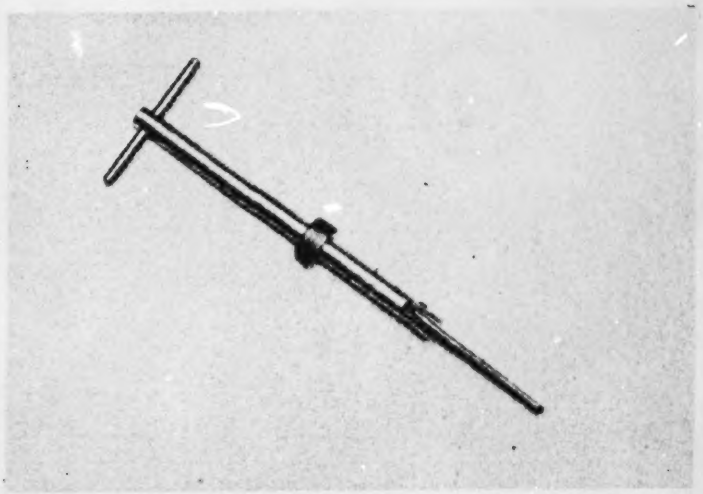
Step I

Enter elevator service room on the lower level behind the elevator. Disconnect power by pulling down red lever on the larger junction box (as shown). Do not tamper with the smaller junction box.

Assure passengers that help is on the way and that they should be calm.

Step II

Remove key from the hanger on the wall near the junction boxes.



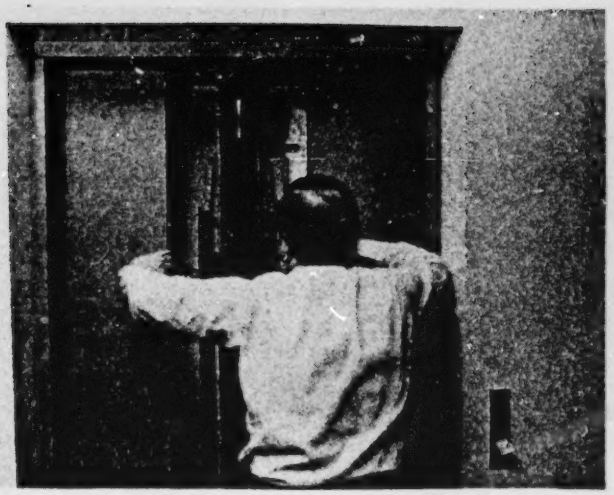
Step III

Go to the elevator door nearest to where the elevator cart is stuck and insert key into hole near the top of the right door. Turn key clock-wise until it engages and releases outer door.

Assure passengers that help is on the way and that they should be calm.

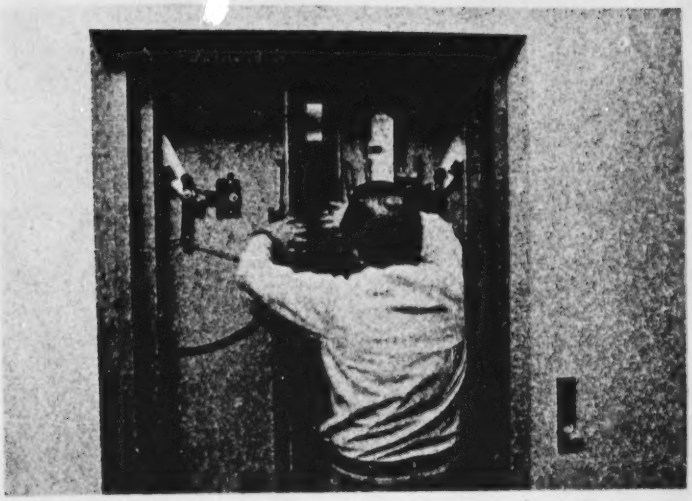
Step IV

Using both hands, pry open the outer doors (as shown).



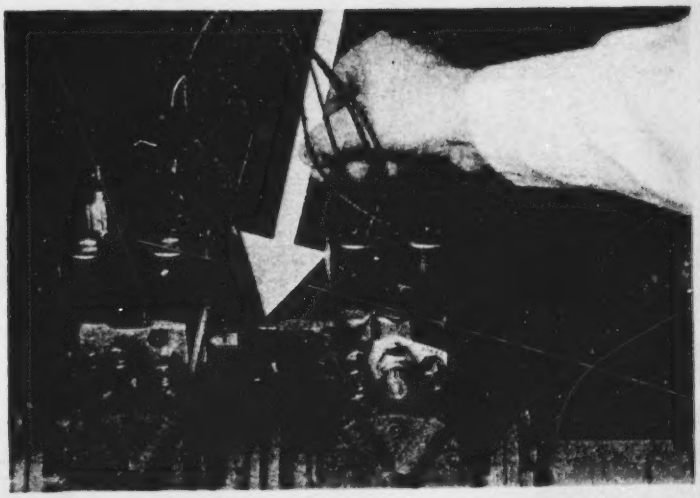
Step V

Using both hands, pry open the inner doors (as shown). If the elevator cart is near a floor level, passengers can be evacuated at this point. If it is not near a floor level, proceed to Step VI.



Step VI

Return to the elevator service room and slowly release the valve on the hydraulic system (as shown). This action will cause the cart to lower itself gradually to the lower level. The discharge from this valve is only air.



APPENDIX I
SOURCES OF ASSISTANCE

The following persons are known to have had actual experience in the salvage and preservation of fire-damaged and flood-damaged materials:

Banks, Paul
Conservator
The Newberry Library
60 West Walton Street
Chicago, Illinois 60610
(312) 943-9090

Cunha, George
Director Emeritus
New England Document
Conservation Center
Abbot Hall
School Street
Andover, Massachusetts 01810
(617) 470-1010

Glaser, Mary Todd
Senior Conservator
New England Document
Conservation Center
(Address & Telephone Above)

Horton, Carolyn
Conservator
Carolyn Horton Associates, Inc.
430 West 22nd Street
New York, New York 10011
(212) 989-1472

Eastman Kodak Company
343 State Street
Rochester, New York 14650
(716) 325-2000

McComb, Robert E.
Physical Scientist
Research and Testing Office
Library of Congress
110 Second Street, SE
Washington, D. C. 20540
(202) 426-5607

Martin, John H.
Administrative Officer
Corning Museum of Glass
Corning, New York 14830
(607) 937-5371

Russell, Ann
Director
New England Document
Conservation Center
(Address & Telephone Above)

Schmelzer, Menahem
Librarian
The Jewish Theological Seminary
of America
3080 Broadway Street
New York, New York 10027
(212) 749-8000

Spawn, Willman
Conservator
American Philosophical Society Library
105 South Fifth Street
Philadelphia, Pennsylvania 19106
(215) 627-0706

Waters, Peter
Restoration Officer
Library of Congress
110 Second Street, SE
Washington, D. C. 20540
(202) 426-5634

Weidner, Marilyn Kemp
Director
Conservation Center for
Art and Historic Artifacts
612 Spruce Street
Philadelphia, Pennsylvania 19106
(215) 627-2303

Also:

The Library of Congress and the American Library Association may be consulted for the names of people with particular expertise.

APPENDIX II
LIST OF LOCAL PEOPLE WHO CAN HELP

In the case of a major disaster, the following local people have knowledge of library materials and are familiar with the Norman F. Bourke Memorial Library/Learning Resources Center.

Arthur, David K.
East Lake Road
Auburn, New York 13021
253-7289

Burlew, Evelyn
12 Ross Street
Auburn, New York 13021
252-0176

Camp, Linda
2 Perry Street
Auburn, New York 13021
253-6515

Gumtow, Jacqueline
8 Hamilton Avenue
Auburn, New York 13021
252-9261

Keesee, Jane
23 Metcalf Drive
Auburn, New York 13021
252-2774

Petrosino, Martha
3209 Franklin Street Road
Auburn, New York 13021
253-7509

Redmond, Margaret B.
Black Street
Scipio Center, New York 13147
364-8341

Ringwood, Joan
124 Owasco Street
Auburn, New York 13021
252-3117

APPENDIX III

LIST OF SUPPLIES AND MATERIALS

Depending on the size and scope of the salvage operation, most of the following supplies and materials will be needed:

Plastic Garbage Cans
K-Mart, Auburn Hardware, Barker's.

Rubber Gloves
K-Mart, Auburn Hardware, Barker's

Garden Type Sprayers
K-Mart, Auburn Hardware, Barker's (Borrow from local farmers)

Plastic Bags
K-Mart, Auburn Hardware, Barker's

Paper Towels
Johnston Paper Company

Newsprint
The Citizen, Lakeside Printing Company

Hoses
K-Mart, Auburn Hardware, Barker's

Nylon Clothesline
K-Mart, Auburn Hardware, Barker's

Plastic Window Screen (Bulk Screen)
K-Mart, Auburn Hardware, Barker's

Sponges, Mops, Pails, Brooms, etc.
K-Mart, Auburn Hardware, Barker's (Borrow from Auburn School District)

Chemicals (Thymol, Methyl alcohol, etc.)
FBC Chemical (Syracuse), Scobell Chemical (Syracuse).

Milk Crates
Hogan-Souhan Dairy, Auburn Guernsey Farms

Book Trucks
Auburn School District, Wells College

Freezer Trucks
Hogan-Souhan Dairy

Freezer Space
Hogan-Souhan Dairy, Auburn Guernsey Farms, Wegmans Market

A SELECTED BIBLIOGRAPHY

COMPREHENSIVE BIBLIOGRAPHIES

Cunha, George Daniel Martin and Dorothy Grant Cunha. Conservation of library materials; a manual and bibliography on the care, repair, and restoration of library materials. 2nd edition. Metuchen, N.J., Scarecrow Press, 1972. (2 volumes)

Morrow, Carolyn Clark and Steven B. Schoenly. A conservation bibliography for librarians, archivists and administrators. Troy, N. Y., Whitston Publishing Co., 1979.

BOOKS

Baker, John P. and Marguerite C. Soroka. Library Conservation: preservation in perspective. Stroudsburg, P.A., Dowden, Hutchinson & Ross, c1978.

Bland, Richard E. America Burning. Supt. of Documents, Washington, D.C. National Commission on Fire Prevention and Control, 1973.

Boehm, Hilda. Disaster prevention and disaster preparedness. Berkeley, C.A. University of California, 1978.

Brannigan, Francis L. Building Construction for the Fire Service. Boston, M.A., National Fire Protection Association, 1971.

Deterioration and preservation of library materials. The thirty-fourth annual conference of the Graduate Library School. Chicago, I.L., University of Chicago Press, 1969.

Flowers, Ann and James Craven. Disaster plan for the Bentley Library. Ann Arbor, M.I., Bentley Historical Library, University of Michigan, 1977.

Johnson, Edward M., ed. Protecting the library and its resources, a guide to physical protection and insurance. Chicago, I.L., American Library Association, 1963.

Martin, John H., ed. The Corning flood: Museum under water. Corning, N.Y., The Corning Museum of Glass, 1977.

Morris, John. Managing the library fire risk. 2nd edition. Berkeley, C.A. Office of Fire and Risk Management, University of California, 1979.

New England Documents Conservation Center. When Disaster Strikes. Andover, M.A., New England Documents Conservation Center, [n.d.]

Protection of library collections. Boston, M.A., National Fire Protection Association, 1970.

Singer, Dorothea M. Insurance for libraries, a manual for librarians. Chicago, I.L., American Library Association, 1946.

Waters, Peter. Procedures for salvage of water-damaged library materials. Washington, D.C., Library of Congress, 1974.

ARTICLES

Banks, Paul N. "Cooperative Approaches to Conservation," Library Journal V. 101, November 15, 1976. pp. 2348-2351.

Burns, Roberts. "Space Age Drying Method Salvages Library Books," Fire Engineering V. 126, December 1973. pp. 52+.

Cohen, William. "Halon 1301, Library Fires and Post-Fire Procedures," Library Security Newsletter May 1975. pp. 5-7.

Darling, Pamela W. and others. "Books in Peril," Library Journal V. 101, November 15, 1976. pp. 2341-2351.

Darling, Pamela W. "Preservation, a National Plan at Last?," Library Journal V. 102, February 15, 1977. pp. 447-449.

Goetz, Arthur H. "Books in Peril--A History of Horrid Catastrophes," Wilson Library Bulletin V. 47, January 1973. pp. 428-439.

Harvey, Bruce K. "Fire Hazards in Libraries," Library Security Newsletter V. 1, January 1975.

Horton, Carolyn. "Saving the Libraries of Florence," Wilson Library Bulletin V. 41, June 1967. pp. 1035-1043.

Kennedy, J. "Library Arson," Library Security Newsletter V. 2, Spring 1976. pp. 1-3.

Martin, John H. "Resuscitating a Waterlogged Library," Wilson Library Bulletin V. 50, November 1975. pp. 233-241.

Minogue, Adelaide E. "Treatment of Fire and Water Damaged Records," American Archivist V. 9, 1966. pp. 17-25.

Sager, Don. "Protecting the Library After Hours," Library Journal V. 94, October 15, 1969. pp. 3609-3614.

Schmelzer, Menahem. "Fire and Water: Book Salvage in New York and in Florence," Special Libraries V. 59, October 1968. pp. 620-625.

Sellers, David Y. and Richard Strassberg. "Anatomy of a Library Emergency," Library Journal V. 98, October 1, 1973. pp. 2824-2827.

Spawn, Willman. "After the Water Comes," PLA Bulletin (Pennsylvania Library Association) V. 28, November 1973. pp. 243-251.

Stender, Walter and Evans Walker. "The National Personnel Records Center Fire: A Study in Disaster," American Archivist V. 37, October 1974. pp. 521-549.

Still, J. S. "Library Fires and Salvage Methods," American Archivist V. 16, 1953. pp. 145-153.

Surrency, Erwin C. "Guarding Against Disaster," Law Library Journal V. 66, November 1973. pp. 419-428.

Surrency, Erwin C. "Freeze-Dried Books," Library Journal V. 99, September 15, 1974. pp. 2108-2109.

Thomas, Denise and James M. Flink. "Rapid Drying of Water Soaked Books Using a Microwave Tunnel Dryer," Restaurator V. 2, 1975. pp. 105-119.

"A Visit to Flood Damaged Libraries," American Libraries V. 3, September 1972. pp. 845-846.

Waters, Peter. "Does Freeze Drying Save Books or Doesn't It? Salvaging a Few Facts from a Flood of (Alleged) Misinformation," American Libraries V. 5, August 1975, pp. 422-423.

Numerous accounts of disaster torn libraries are available throughout library literature. Consult the index, Library Literature, under such subject headings as "Disaster" "Fire" "Floods" etc. for a listing of these accounts.